

Meeting Report

Structured Transcript:

SPEAKER_00: Hello everyone. Thank you for joining this meeting.

SPEAKER_00: Today, we will plan the development of the Report Generator project.

SPEAKER_01: Thank you. Alice, I will note down the decisions and actions we need to take.

SPEAKER_01: First, we should test the whisper model on short audio files to validate transcription quality.

SPEAKER_01: I will create a task table with responsibilities assigned for each action.

SPEAKER_00: I suggest we also define the output formats, PDF and markdown,

SPEAKER_00: so the final report is readable and structured for all users.

SPEAKER_00: Yes, it's important to prioritize the essential features first.

SPEAKER_00: Agreed. After testing the model and organizing the tasks,

SPEAKER_01: we can prepare a report draft for the next meeting.

SPEAKER_01: I propose the R&D team investigate ways to improve speaker diarization and optimize the

SPEAKER_00: summarization pipeline. Finally, let's schedule the next meeting to review our progress,

SPEAKER_00: discuss obstacles, and adjust the plan as needed.

SPEAKER_00: Finally, thank you, everyone. That wraps up this session.

SPEAKER_00: See you at the next meeting.

Summary:

At the meeting SPEAKER_00 and Alice discuss the development of the Report Generator project. They agree to test the whisper model on short audio files to validate transcription quality and to prepare a report draft for the next meeting. They also agree to investigate ways to improve speaker diarization and optimize the summarization pipeline. They schedule a meeting to review their progress and adjust the plan as needed at the next one, which will take place in a month's time.

Structured Sections:

Objectives:

- Development of the report generator project
- Improve speaker diarization and optimize the summarization pipeline